



North East
Learning Trust

WE'RE LOOKING FOR

AN **ADMINISTRATIVE**

ASSISTANT

TO JOIN OUR TEAM

Administrative Assistant

Required as soon as possible

Salary (Scale 2, Point 11 - 13) £14,652 - £15,233

Term time plus 5 days (40 weeks) - 37 hours per week

North East Learning Trust and Headteacher of Sacriston Academy are seeking to appoint an enthusiastic, hardworking, flexible and committed person to join our dedicated team as an Administration Assistant. The successful candidate will provide general clerical support to ensure an effective and efficient service is provided to the school.

The successful candidate will:

- Have experience of working in a busy office.
- Be friendly and welcoming with effective communication skills.
- Be well organised and have the ability to work flexibly to meet deadlines.
- Have experience of using databases and financial management systems ensuring a high level of accuracy.
- Have experience of handling, reconciling and security of financial resources.
- Have experience of analysing and evaluating data/information to produce reports.
- Have an understanding of issues of safeguarding and confidentiality.

Deadline:

Thursday 28 February 2019

Shortlisting will take place week commencing Friday 1 March 2019, with interviews week commencing Tuesday 5 March 2019.

All visits to the school are warmly welcomed.

Please contact the school office on **0191 3710777** to arrange a visit.

How to apply:

Application forms should be completed and returned with a supporting letter of no more than two sides of A4 to annalei.inkster@sacristonacademy.co.uk or by post to Ms Annalei Inkster (Headteacher), Sacriston Academy, Witton Road, Sacriston, DH7 6LQ.

Job description

Responsible to

Headteacher and School Office Manager

Job purpose

Working closely with the School Office Manager to provide a broad range of general clerical/admin duties including direct responsibility for financial resources. In addition to this, to provide support for pupils, teachers and the whole school as outlined below.

The key duties of this post will generally include:

- Providing general clerical support to ensure an effective and efficient service is provided.
- Analysing and evaluating data/information and producing reports, information/data as required. This may include difficult and sensitive information.
- To provide admin support in organising school trips, events and meetings and updating office systems and diaries.
- To give advice and guidance to pupils, teachers and external bodies, via telephone and in person to ensure an ongoing provision of a high-quality service.
- Keeping update manual and computerised records ensuring a high level of accuracy is maintained.
- Undertaking typing, word-processing and lengthy reports within specified time constraints.
- To reconcile and ensure the security of small amounts of petty cash, dinner money or school funds and/or equivalent in accordance with Financial Regulations.
- To work under the direct supervision of the school office manager.
- Such other responsibilities commensurate to the post.

The key duties of this post will generally include:

- Attending and participating in training and development courses as required.
- Attending meetings, liaising and communicating with colleagues in the school.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority.

Professional values and practice

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within schools' policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools' policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

Specific duties

- Ensuring school records are kept up to date
- First Day Response calls
- Fire Registers
- Meeting and greeting visitors, ensuring safeguarding procedures are followed
- Telephone and email communications for parents and other professionals
- Supporting with school financial systems
- Organising Educational Visits

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The post holder must comply with the Trusts Health and safety rules and regulations and with Health and Safety legislation.

Person specification

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • Good general education 		<ul style="list-style-type: none"> • Application form/ letter
Experience	<ul style="list-style-type: none"> • Evidence of providing clerical support to a team of people • Experience of dealing with cash transactions • Experience of raising, delivering and processing payments for requisitions • Experience of providing good customer service, which may involve contact with challenging situations • Experience of providing detailed information to stakeholders 	<ul style="list-style-type: none"> • Proven experience of working in an office environment 	<ul style="list-style-type: none"> • Application form/ letter • References • Interview
Skills and knowledge	<ul style="list-style-type: none"> • Evidence of keyboard skills including word processing, spreadsheets and databases. • Good literacy, numeracy and customer service skills • Good organisational and time management skills • Ability to organise information and produce accurate reports / data • Ability to work flexibly to meet deadlines 	<ul style="list-style-type: none"> • Knowledge of school information and financial systems e.g. SIMs, Proactis, Tucasi or equivalent 	<ul style="list-style-type: none"> • Application form/ letter • References • Interview
Disposition	<ul style="list-style-type: none"> • Willingness to learn • Ability to initiate developments • Capacity to work intensively/flexibly when required • Good timekeeping and attendance record • Embraces change well • Deals with difficult situations effectively 		<ul style="list-style-type: none"> • Application form/ letter • References • Interview

	Essential	Desirable	Method of Assessment
Disposition	<ul style="list-style-type: none"> • An understanding of issues of confidentiality • Able to develop effective working relationships • Empathy with the school ethos 		<ul style="list-style-type: none"> • Application form/ letter • References • Interview

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.